

## **ANIMAL CONTROL OFFICER**

### **DEFINITION:**

Under the direction of the Police Support Services Supervisor, the Animal Control Officer, carries out the animal control functions including complaint handling, rabies control and education, licensing (animals in the City of Morgan Hill and the City of Gilroy), and field response; performs related work as assigned.

### **CLASS CHARACTERISTICS:**

The incumbent in this position provides animal control services in the field, public information, and clerical support procedures in support of the animal control function. As experience is gained, there is greater independence of action, following established guidelines. This class is distinguished from others in that incumbents perform a variety of duties, many of which are in the field, in many non-routine circumstances.

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. Process animal licenses for both Morgan Hill and Gilroy; prepare regular reports regarding the status of licenses issued, revenues earned and expenses incurred.
2. Assist in ensuring that all necessary policies and procedures are disseminated and understood by all individuals involved directly and indirectly with the animal control activities, and that proper training and orientation occurs for animal control activities.
3. Handle a variety of routine complaints and complaint investigations related to animal control.
4. Provide and/or coordinate field responses involving animal pick-up/trapping, situation assessment and public information, some of which occur outside of regularly assigned work hours.
5. Prepare regular reports regarding levels of activity for animal control, including time spent on the various animal control activities.
6. Issue citations and make court appearances related to animal control regulations.
7. Assist with the ordering of animal control equipment.
8. Perform other related duties, including but not limited to, handling animal abuse situations, code violations, investigating complaints, resolving neighborhood disputes investigating animal sightings, such as mountain lion sightings, catching and killing rattlesnakes, euthanizing injured wildlife, picking up stray, sick, injured and dead animals, investigating

## **Animal Control Officer**

animal bites, handling quarantine of sick animals, and other related tasks.

### **MARGINAL/PERIPHERAL JOB FUNCTIONS:**

1. Assisting with the recruitment, training and motivating of community volunteers to assist with animal control functions.
2. Performs related work as required.

### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Current local/state animal control codes and regulations.
2. Record keeping principles and practices.
3. Correct English usage, including spelling, grammar, and punctuation.
4. Dog breeds.
5. Rabies information and regulations.
6. Wildlife, such as mountain lions, foxes, rattlesnakes, etc., and their habits.
7. State laws related to the animal control function, such as search and seizures, animal control laws, etc.

#### **Skill In:**

1. Answering inquiries and providing factual and technical information regarding the activities of the position.
2. Effectively relating with the public, employees and community volunteers.
3. Communicating clearly and concisely, both orally and in writing.
4. Collecting, compiling and analyzing basic information and data.
5. Making field contact with various animals, some of which may be hostile and/or injured.

#### **Ability to:**

1. Provide varied office administrative and clerical assistance with a minimum of supervision.
2. Use initiative and sound independent judgment within established guidelines.

## **Animal Control Officer**

### **Ability to (Continued):**

3. Develop and maintain effective working relationships with those contacted in the course of the work.
4. Prioritize work, coordinate several activities and follow-up as required.
5. Assist with the training and supervision of other staff and volunteers assigned to the animal control function.
6. Handle animal control equipment.
7. Make quick decisions and adjustments in varied situations.
8. Work with sick or injured animals, dead animals, euthanization, etc.
9. Be on-call or on stand-by 24 hours per day, 7 days per week as needed.

### **JOB REQUIREMENTS:**

1. Possession of a valid California Class C driver's license in conformance with adopted City driving standards.
2. Police Officers Standards Training (P.O.S.T.), Class Section 832 certification required to issue citations.
3. Prior to starting job, must acquire a current rabies vaccination and must obtain periodic booster shots.
4. Willingness and ability to respond on a 24-hour, on-call basis.

### **OTHER QUALIFICATIONS:**

1. Equivalent to graduation from high school.
2. At least two years of experience involving contact with various animals.

### **MACHINES/TOOLS/EQUIPMENT UTILIZED:**

1. Automobile
2. Reports, forms, pencils and pens
3. Computer monitor, keyboard and printer
4. Copy machines
5. Fax machines
6. Calculator
7. Typewriter

## **Animal Control Officer**

### **MACHINES/TOOLS/EQUIPMENT UTILIZED (Continued):**

8. Telephone and telephone panel
9. Low and high band two-way radios with microphone
10. Portable kennels
11. Come-along
12. Nets and rope
13. Knives
14. Snake pole
15. Traps
16. Mace and pepper spray

### **PHYSICAL DEMANDS:**

1. Mobility
2. Walking
3. Driving
4. Stooping/bending
5. Pushing/pulling
6. Manual dexterity
7. Speaking/hearing
8. Seeing
9. Climbing
10. Sitting/standing
11. Lifting and carrying up to 50 lbs.

### **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

#### **Office Conditions:**

1. Indoors: normal office conditions, 50% of the time  
Travel: varying conditions, 50% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

#### **Field Conditions:**

1. Outdoors: varying weather conditions
2. Flooring: grass, dirt, rock, gravel, asphalt, etc.
3. Hazards: Animal Control Officer may be exposed to animal bites, scratches, and other incidents, including the injuries, illnesses, and death of animals.